

## Report for Resolution

**Report to** Cabinet  
21 September 2011

**Report of** Director of Regeneration & Development

**Subject** Award of contract for external redecoration to council housing properties

---

12

### Purpose

The purpose of this report is to agree the arrangements for the acceptance of tenders for external redecoration work to council dwellings to be funded from the 2010/11 housing revenue budget.

### Recommendation

To delegate to the director of regeneration and development, in consultation with relevant portfolio holders, authority to award a contract for external redecoration works to council dwellings. This authority is subject to a satisfactory evaluation process and the successful tender prices being within the investment plan forecasts.

### Financial consequences

The financial consequences of this report are awarding an interim contract to the value of £800,000 to be financed from existing budgets in the Housing Revenue Account.

### Risk assessment

1) Risk of challenge from unsuccessful or other suppliers.

The value of this contract is below the thresholds in the Public Contracts Regulations. The tender will follow an open process with award criteria being based on the lowest price compliant tender, but there is always a risk of challenge from unsuccessful suppliers.

2) Risk of supplier failure

There is a risk that the appointed supplier could fail during the life of the contract. This is low risk due to the short nature of the contract (around 6 months) and the planned nature of the work. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial which is further mitigated by the fact that the work type is planned not responsive in nature.

## **Strategic priority and outcome/service priorities**

The report helps to meet the strategic priority “Safe and healthy neighbourhoods – working in partnership with residents to create neighbourhoods where people feel secure, where the streets are clean and well maintained, where there is good quality housing and local amenities and where there are active local communities” and the service plan priorities.

**Executive member:** Councillor MacDonald - Housing

**Ward:** All

### **Contact officers**

Chris Rayner, head of property services

01603 213208

### **Background documents**

None

## **Report**

### **Background**

1. Following the successful award of an interim external redecoration contract during 2010 there is a requirement to award a further contract this year in order to carry out external redecoration work to a further 1,900 properties utilising the remainder of this years budget.
2. A new 6 year cyclical programme of external redecoration for the whole of the Councils housing stock has been developed ensuring that every property is redecorated externally once every six years and the award of this contract will complete year 1 of the cycle.
3. Although of high value this is a routine maintenance contract and to enable the work to proceed without delay it is proposed to delegate authority to the director of regeneration & development to award this contract in consultation with the relevant portfolio holders and subject to the standard evaluation arrangements.

### **Tender process**

4. An open tendering process will be used. This is the quickest competitive process and will be used in order to reach a conclusion at the earliest opportunity.
5. A notice will be placed on the national portal Contracts Finder (Business link) and we will use the NCC supplier database (though unlikely to have any relevant suppliers) inviting tenders.
6. Suppliers will be asked to submit details of their company in terms of finance, contractual matters, insurances, quality assurance, environmental standards, equality and diversity policies, references and previous experience and these will be evaluated to see if there are any reasons to disqualify the supplier from the process.
7. At the same time suppliers will submit details of how they would meet the requirement for the work required and the price that they would charge for this work. These will be evaluated at the same time as the company details.

### **Tender evaluation**

8. The supplier selection process requires suppliers to complete a questionnaire. The responses given are then evaluated against pre-determined criteria. This is a pass/fail evaluation and determines whether the tender submitted is compliant with the specification requirements.
9. The evaluation criteria are stated in the tender documents as lowest compliant tender, i.e. the lowest price that fully meets all the requirements of the specification.

## **Evaluation results**

10. It is anticipated that the results of the evaluation will be known by the end of September 2011 but an exact date will depend on how many tenders are received.

## **Finance**

11. The HRA revenue budget makes provision for external redecoration and it is expected that the cost of this contract will be within existing forecasts for 2011/12.